

Before and Afterschool Programming for Heyer students

4K – 5th grade

provided by:

City of Waukesha Parks, Recreation & Forestry Department

Cover Design by: Landon E, Heyer student and WPRF Cool School participant



Heyer Elementary School

Rec-Ed Guide

2016-2017

Table of Contents	Page
Welcome Letter	2
Program Overview	3
Quick Reference Sheet (tear out)	4
Program Meeting Dates & Fees	5
“Day Off” Activity Days	6
Frequently Asked Questions	7
Child Information Form	11
Medication Authorization Form	13
Payment Plan	15
Registration Form (Month to Month)	21

Welcome to the 2016-2017 Waukesha Parks, Recreation and Forestry Department Cool School program held in cooperation with the Waukesha School District. We are looking forward to another exciting year and getting to know you, your child and your family.

Our goal is to create a fun, safe and successful environment for your child(ren) to not only learn in, but to thrive in. We believe fully in the philosophy of education through recreation. Our program utilizes hands-on, engaging enrichment, specialty and academic activities that will keep your child(ren) busy and active during their time with us. It is our hope that your child(ren) will look forward to coming and will be disappointed when it is time to leave.

The information in this Rec-Ed Guide will help prepare you and your child(ren) for a great school year! If you have any questions, concerns or comments, please feel free to contact either of us at anytime. Thank you, and we are looking forward to a great year!

Sincerely,



Therese (Jazz) Jashinsky,
Afterschool Program Coordinator
(262) 993-2085
jazz@ci.waukesha.wi.us



Kristin Serpe
Recreation Programmer
(262) 524-3715
kserpe@ci.waukesha.wi.us



Heyer Elementary School

Before School, Afterschool & “Day Off” Program

Heyer Elementary School and the City of Waukesha Parks, Recreation & Forestry Department have partnered to bring you the Heyer Cool School Program which offers before school programming, afterschool programming and all-day programming on non-school days.

Before School: The primary goal of the Cool Before School program is to make exercise and being active a priority among our students. Studies suggest that students who exercise on a regular basis and are active before the academic school day begins are more alert, have a quicker response time and are more engaged in classroom learning. The before school program includes fun fitness activities as well as nutrition education and ten minutes of silent/partner reading. Students must bring a brown bag breakfast.

Hours: 7:00 - 8:40 am
Days: Monday - Friday on all teaching days
Location: Heyer Gym
Schedule: 7:00 - 8:00 am - Active Games/Fitness Activities
 8:00 - 8:15 am - Brown Bag Breakfast (milk included)
 8:15 - 8:30 am – Silent/Partner Reading
 8:30 – 8:35 am – Clean up and line up
 8:35 am –Dismissal to Classroom



Afterschool: The Cool Afterschool program offers a healthy balance of academics, recreation and social activities after regular school hours. The program will be offered on every school “teaching” day. Students will also have the opportunity to participate in Academic Enrichment Specialty Classes, which are unique, hands-on learning experiences that compliment traditional afterschool programming. Academic Enrichment Specialty Classes are free of charge to all afterschool participants.

Hours: 3:40 - 6:00 pm
Days: Monday - Friday on all teaching days
Location: Heyer Gym & Playground
Schedule: 3:40 - 4:00 pm - Check-in/Snack/Restroom Time
 4:00 - 4:30 pm - Outside/Gym Time (group games and/or free time)
 4:30 - 5:00 pm – Group story time/Educational Games & Activities (4K & Kindergarten)
 Homework Club/Academic Activities (1st – 5th grade)
 5:00 – 6:00 pm – Specialty Activities (active group games, arts/crafts, academic enrichment)



“Day Off” Activity Days: On non-school days, care from 7:00 am - 6:00 pm will be offered at either Hawthorne STEM School or Banting Elementary School. This program is theme-based and provides unique activities and specialty programming that is engaging and age-appropriate. See page 4 for the 2016-2017 days and themes.



Before/Afterschool Quick Reference Sheet

WPRF Main Office: (262) 524-3737

Questions about: registration, payment, financial assistance, other WPRF programs, etc.

Heyer Site Cell Phone: (262) 349-3738

Informing staff your child will not be there, informing staff of someone not on the info sheet picking up, communication with your child during program hours, etc.

Heyer Site E-Mail: **heyercoolschool@gmail.com**

Informing staff your child will not be there, informing staff of someone not on the info sheet picking up, communication with your child during program hours, etc.

Jazz – Program Coordinator: (262) 993-2085

Primary contact for questions/concerns/comments regarding program staff, program policies, communication regarding program incidents, child behaviors, etc.

Kristin Serpe – Recreation Programmer: (262) 524-3715

Secondary contact for questions/concerns/comments regarding program staff, program policies, communication regarding program incidents, child behaviors, etc.

WPRF Fax Number: (262) 524-3713

Faxing registration forms, child information sheets, financial assistance applications, etc.

Park, Rec & Forestry Website:

<http://www.waukesha-wi.gov/427/Parks-Recreation-Forestry>



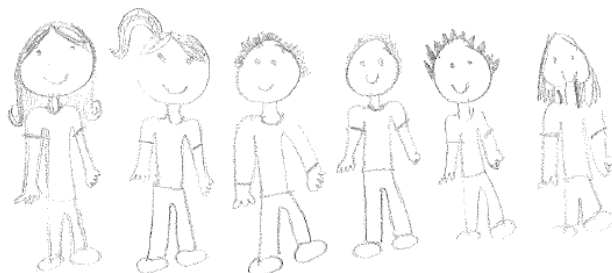
Program Meeting Dates and Fees

Before School

Session	Dates	Grade	Program #	Fee
September (Session A)	9/1 – 9/30 (21 days)	4K – 5 th Grade	3440.100	\$110.25
October (Session B)	10/3 – 10/31 (19 days)	4K – 5 th Grade	3440.200	\$99.75
November (Session C)	11/1 – 11/30 (19 days)	4K – 5 th Grade	3440.300	\$99.75
December (Session D)	12/1 – 12/22 (16 days)	4K – 5 th Grade	3440.400	\$84.00
January (Session E)	1/3 – 1/31 (19 days)	4K – 5 th Grade	3440.500	\$99.75
February (Session F)	2/1 – 2/28 (20 days)	4K – 5 th Grade	3440.600	\$105.00
March (Session G)	3/1 – 3/31 (22 days)	4K – 5 th Grade	3440.700	\$115.50
April (Session H)	4/3 – 4/28 (14 days)	4K – 5 th Grade	3440.800	\$73.50
May/June (Session I)	5/1 – 6/8 (28 days)	4K – 5 th Grade	3440.900	\$147.00

Afterschool

Session	Dates	Grade	Program #	Fee
September (Session A)	9/1 – 9/30 (21 days)	4K & Kindergarten	3440.110	\$131.25
		1 st – 5 th Grade	3440.120	
October (Session B)	10/3 – 10/31 (19 days)	4K & Kindergarten	3440.210	\$118.75
		1 st – 5 th Grade	3440.220	
November (Session C)	11/1 – 11/30 (19 days)	4K & Kindergarten	3440.310	\$118.75
		1 st – 5 th Grade	3440.320	
December (Session D)	12/1 – 12/22 (16 days)	4K & Kindergarten	3440.410	\$100.00
		1 st – 5 th Grade	3440.420	
January (Session E)	1/3 – 1/31 (19 days)	4K & Kindergarten	3440.510	\$118.75
		1 st – 5 th Grade	3440.520	
February (Session F)	2/1 – 2/28 (20 days)	4K & Kindergarten	3440.610	\$125.00
		1 st – 5 th Grade	3440.620	
March (Session G)	3/1 – 3/31 (22 days)	4K & Kindergarten	3440.710	\$137.50
		1 st – 5 th Grade	3440.720	
April (Session H)	4/3 – 4/28 (14 days)	4K & Kindergarten	3440.810	\$87.50
		1 st – 5 th Grade	3440.820	
May/June (Session I)	5/1 – 6/8 (28 days)	4K & Kindergarten	3440.910	\$175.00
		1 st – 5 th Grade	3440.920	



“Day Off” Activity Days

Date	Theme	Location	Grades	Program #	Fee
Thursday, October 27	In a Galaxy Far, Far Away...	Banting	4K	3410.0001	\$27
			K – 5 th	3410.0002	
Friday, October 28	In a Galaxy Far, Far Away...	Banting	4K	3410.0003	\$27
			K – 5 th	3410.0004	
Wednesday, November 23	A Day of Thanks	Hawthorne	4K	3430.0005	\$27
			K – 5 th	3430.0006	
Friday, November 25	Frontier Day	Hawthorne	4K	3430.0007	\$27
			K – 5 th	3430.0008	
Friday, December 23	It's Better to Give than to Receive	Hawthorne	4K	3430.0009	\$27
			K – 5 th	3430.0010	
Monday, December 26	Wacky Scientists	Hawthorne	4K	3430.0011	\$27
			K – 5 th	3430.0012	
Tuesday, December 27	Hollywood at Hawthorne	Hawthorne	4K	3430.0013	\$27
			K – 5 th	3430.0014	
Wednesday, December 28	Dr. Seuss Day	Hawthorne	4K	3430.0015	\$27
			K – 5 th	3430.0016	
Thursday, December 29	Bug Invasion!	Hawthorne	4K	3430.0017	\$27
			K – 5 th	3430.0018	
Friday, December 30	New Years Celebration!	Hawthorne	4K	3430.0019	\$27
			K – 5 th	3430.0020	
Monday, January 2	Winter Olympics	Hawthorne	4K	3430.0021	\$27
			K – 5 th	3430.0022	
Monday, January 23	Cardboard Sled Race	North High School	4K	3410.0023	\$27
			K – 5 th	3410.0024	
Tuesday, January 24	STEM Day	Banting	4K	3410.0025	\$27
			K – 5 th	3410.0026	
Friday, March 10	Fiesta Friday!	Banting	4K	3410.0027	\$27
			K – 5 th	3410.0028	
Monday, April 10	April Showers...	Hawthorne	4K	3430.0029	\$27
			K – 5 th	3430.0030	
Tuesday, April 11	...Bring May Flowers	Hawthorne	4K	3430.0031	\$27
			K – 5 th	3430.0032	
Wednesday, April 12	Circus and Carnival	Hawthorne	4K	3430.0033	\$27
			K – 5 th	3430.0034	
Thursday, April 13	Alien Invasion	Hawthorne	4K	3430.0035	\$27
			K – 5 th	3430.0036	
Friday, April 14	Superheroes to the Rescue!	Hawthorne	4K	3430.0037	\$27
			K – 5 th	3430.0038	
Monday, April 17	Hug the Earth	Hawthorne	4K	3430.0039	\$27
			K – 5 th	3430.0040	

After careful consideration of the price, daily management and planning of the program, the decision has been made not to pro-rate the program. Children need to be registered for the full monthly program and parents should make staff aware of any days their children will not be in attendance.

Before/Afterschool Frequently Asked Questions

Daily Schedule:

- Do you serve a snack at afterschool?

Yes. Each day, children will receive a snack upon check-in to the afterschool program. Snacks provided are always peanut-free. If your child has a food allergy, please let us know by indicating on the Child Information Form.

- Does my child need to attend the full duration of the program?

No. While participation for the entire duration of the program is encouraged for children to reap the full benefits of the program, we do not require them to be dropped off at the start of before school, or stay until the end of afterschool.

- What does the daily schedule of activities look like?

Please refer to page 3 for a basic schedule of activities. A detailed schedule of activities will be distributed on a bi-weekly basis at the site. Students will be separated by age group to provide age-appropriate games and activities.

- What types of activities is my child participating in at the program?

Students will have exposure to a variety of different activities. At the before school program, students will participate in fun fitness activities to get them active and moving in the morning. Afterwards, students will eat breakfast together and then silent or partner read. At afterschool, a balance of arts/crafts, active group games, circle games, nature activities, academic enrichment activities and special events will be provided. Afterschool activities include: Angler Education, Bead Animal Bonanza, Cool School 5K Running Program, Design Challenge: Milk Carton Regatta, Design Challenge: Recyclable Sled Race, Duct Tape Creations, Karaoke for Kids, Teambuilding Games, Wow Chow Afterschool Cooking and More!

Family Special Events:

- What family activities do you have available throughout the school year?

The before/afterschool program has four large family events per year. These events are:

-3rd Annual Cool School Family Kickball Tournament – Thursday, September 22 – 6:15 – 8:30 pm at Saratoga Softball Complex

-6th Annual Recyclable Sled Race – Monday, January 23 – 1:00 -5:00 pm at North HS/Lowell Hill

-3rd Annual Cool School 5K – Saturday, May 13 – 9:00 am – 12:00 pm at Frame Park

-6th Annual Milk Carton Boat Regatta – Wednesday, June 7 – 6:30 – 8:00 pm at Buchner Pool

Parent Manual:

- Where can I find a Cool School Parent Manual?

Cool Before/Afterschool Parent Manuals can be found in the school office, at the Parks, Recreation and Forestry Office, at the Schuetze Recreation Center, and online at:

<http://www.waukesha-wi.gov/473/BeforeAfterSchool>

Program Contacts:

- **Who do I contact if I have a question or concern about the program?**

For questions/concerns regarding the program directly, contact Therese “Jazz” Jashinsky, Before/Afterschool Program Coordinator, at (262) 993-2085. For administrative questions/concerns such as registration, program fees, financial assistance, staffing, etc, please contact Kristin Serpe, Recreation Programmer, at (262) 524-3715 or kserpe@ci.waukesha.wi.us. If you are unsure of who to contact, feel free to contact either Jazz or Kristin, and they will be happy to point you in the right direction.

- **How do I contact the program staff?**

If you need to contact program staff directly, you may reach them at their site cell phone or site e-mail address. The cell phone is turned on between the hours of 6:45 – 8:45 am and 3:15 – 6:00 pm. Feel free to leave a message and staff will return the call as soon as possible. The Heyer cell phone number is: (262) 349-3738 and the site e-mail address is: HeyerCoolSchool@gmail.com

Program Fees/Registration Information:

- **Can I register my child for just one day or a few days?**

Unfortunately we do not pr-orate fees for those who need to register for just one day or a few days.

- **Do you offer a discount for multiple children?**

Due to our already nominal fees, we do not offer a discount for multiple children.

- **How do I register for the program?**

*1.) Register online at <http://www.waukesha-wi.gov/427/Parks-Recreation-Forestry>***

2.) Mail-in: Complete the registration form on page 21. Include Payment and mail to: WPRF, 1900 Aviation Drive, Waukesha, WI 53188.

3.) 24-Hour Drop Box. Complete the registration form. Include payment and drop off at 1900 Aviation Drive, near the flag pole.

4.) Fax-in: Complete the registration form, including payment and fax to: (262) 524-3713.

5.) Walk-in: Register in person at 1900 Aviation Drive during business hours, Monday – Friday from 8:00 am – 4:30 pm, or in person at the Schuetze Recreation Center (1120 Baxter Street) between the hours of 9:00 am – 1:00 pm, Monday - Friday.

6.) Open House/Forms and Fees Night Registration: Complete the registration form, including payment and bring to a WPRF staff member at Open House/Forms and Fees Night.

***Online registration for month-to-month payments only. Payment plans for the entire year cannot be completed online.*

NOTE: *Payment CANNOT be made to the school office or to WPRF program staff (except for Open House/Forms and Fees night).*

- What if I cannot afford the program?

Financial Assistance is available for the before and afterschool programs and most other recreation programs offered through the City of Waukesha Parks, Recreation & Forestry Department. The Financial Assistance application, policies and procedures are available online at: <http://www.waukesha-wi.gov/427/Parks-Recreation-Forestry>. Please contact the WPRF Office at (262) 524-3737 for further information.

- What if my child only needs to attend certain days of the week?

After careful consideration of the price, daily management and planning of the program, the decision has been made to not pro-rate the program. Children need to be registered for the full monthly program and parents/guardians should make staff aware of any days their child(ren) will be absent.

Program Policies:

- Do I have to come into the building to sign my child in (before school) or out (afterschool)?

Yes. We require that all children participating in before school MUST be signed in by a parent/guardian. Additionally, all students participating in the afterschool program MUST be signed out by an authorized pickup person.

- Does my child have an opportunity to complete their homework at afterschool?

Yes. Students will have the opportunity from approximately 4:30 – 5:00 pm every day to complete homework. If your child does not have homework, we will provide them with books to read or they may choose to complete educational apps on their iPad.

- How can I authorize only certain people to pick my child up?

All persons authorized to pick your child up from afterschool on a regular basis must be submitted on the Child Information form on page 11. Families will also be provided with Authorized Pickup Cards for all those listed on the info sheets. The person who is picking up must show the card and a photo ID to program staff before signing the child out. For last minute or one time pickups, please call or e-mail the site to give authorization for that person to pick up. They will be asked to show a photo ID prior to signing your child(ren) out.

- What if I am running late to pick my child up?

We ask that you be observant of your pick up time and arrive before the program closes for the day. All children must be signed out on the daily sign-out sheet by 6:00 pm. Any person picking up late will be assessed a late fee. This fee is \$5.00 for every 15 minutes or fraction thereof. The fee must be paid within one week. We understand that emergencies may occur, so if you find yourself in such a predicament, please call or e-mail the Cool School staff to alleviate anxiety on the part of the staff and your child.

- What if my child needs to take medication while at the program?

Students needing to take medication during program hours MUST have a signed Medication Authorization form (page 13) on file with program staff. This form must be signed by both the parent/guardian and the child's physician. For students with an over-the-counter medicine, the form must still be signed by your child's physician. All medication will be stored in a locked storage box.

Program Staff:

- What is the staffing ratio?

We strive for a student to staff ratio of 10:1. We will never exceed a ratio of 13:1.

- What types of qualifications do the program staff have?

Our before and afterschool instructors are college students and college graduates who truly enjoy working with children. All staff have previous experience working with children in an education or recreation setting and attend extensive training prior to the start of the program as well as ongoing professional development throughout the year. All staff members are required to be certified in CPR/AED and First Aid as trainings are provided twice during the year. Many of our instructors are pursuing careers in education, work within a school setting and/or are DPI certified teachers.

If you have any unanswered questions, please contact either Kristin Serpe, Recreation Programmer at (262) 524-3715 or kserpe@ci.waukesha.wi.us or Therese "Jazz" Jashinsky at (262) 993-2085.

To view a Parent Manual ONLINE, visit:

<http://www.waukesha-wi.gov/473/BeforeAfterSchool>



City of Waukesha Parks, Recreation & Forestry
Cool Before and After School Child Information Form



Child's Name _____
First Middle Last

Date of Birth ____/____/____ **Age** ____ **Grade** ____ **School** ____

Address _____ **City** _____ **Zip** _____

Parents/Guardians

Parent/Guardian 1: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 2: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 3: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 4: _____ **Relationship:** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contacts

Name _____ **Relationship to Child** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name _____ **Relationship to Child** _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Persons Authorized to pick up Child other than Parents:

Name _____ **Phone** _____ **Relationship:** _____

Name _____ **Phone** _____ **Relationship:** _____

Name _____ **Phone** _____ **Relationship:** _____

Name _____ **Phone** _____ **Relationship:** _____

(More on back)

Child Health/Behavior

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.? ____ Yes ____ No

If yes, please explain: _____

Child's Physician _____ Phone: _____

Any other Information, you would like to share with Staff regarding your child: _____

Parent/Guardian Signature _____ Date _____

Thank you! All information on this form is kept in confidence and shared only with WPRF Before/Afterschool program staff and administrators.

NEW: Cool Before/Afterschool Parent Manual Sign-Off

As you register your child/ren for our before and/or after school programs, it's time to touch base on procedures that oftentimes are forgotten. We feel this happens primarily because there is so much information coming at families for the school year that it is tough to absorb it all. In an effort to assist in this matter, we are highlighting certain points that are very important and need to stand out. They are the following:

- 1.) Each site has a site phone number which you can contact staff during program hours as well as leave messages anytime that staff will pick up. We ask that you leave a message if your child will not be attending the program, if your child is being picked up by someone other than yourself or if you are going to be later than 6pm.
- 2.) There is a late fee when picking up your child after 6:00pm. There is a \$5.00 charge per child for each fifteen minutes after six o'clock.
- 3.) For your child's safety and security, we need families to physically sign their child in and sign out their child everyday. This is our legal record of a child's attendance for both before school and afterschool.
- 4.) If your child is being picked up by someone who is not listed on the Child Information form, and you have not notified program staff that your child will be picked up by someone not listed, we will not release your child with that person until we are able to get verbal or written verification from you.

Please sign the form below to indicate that you have read and reviewed this information and the WPRF Cool Before/Afterschool Parent Manual.

I, (print name) _____ have read and reviewed the Parent Manual and understand the Cool Before and Afterschool program's policies and procedures.

Parent/Guardian Signature: _____ Date: _____



City of Waukesha Parks, Recreation & Forestry
Authorization to Administer Prescribed or Over the Counter Medication



**ONLY NEEDS TO BE COMPLETED AND RETURNED IF YOUR CHILD WILL BE
TAKING MEDICATION AT THE BEFORE AND/OR AFTERSCHOOL PROGRAM**

PARENTAL CONSENT

Child's Name: _____ Date of Birth: _____
Address: _____ City: _____ Zip: _____
Cool School Site: _____

Parent/Guardian: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

I give permission for my son/daughter to receive the medication authorized by his/her physician. I give permission to share this information with the appropriate WPRF staff. I will:

- 1.) Deliver medication to Cool School Staff in pharmacy-labeled container (prescription only) or original container/packaging (over the counter only).
- 2.) Maintain a sufficient supply of medication at school.
- 3.) Obtain a new authorization form if any changes occur with this medication.
- 4.) Pick up any un-used medication.

Parent/Guardian Signature: _____ Date: _____

PHYSICIAN ORDER

I am prescribing medication for (child's name) _____ which is as follows:

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

For inhaled medications only – check appropriate line:

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.

_____ In my opinion, this student should not carry and self-administer the above medication

The above order shall remain in effect through the end of the Cool School program for the 2016-2017 School Year unless discontinued or changed by me or if the parent/guardian withdraws the request in writing.

Physician's Name: _____ Phone Number: _____
Physician's Signature: _____ Date: _____



Cool Before and Afterschool Program

Heyer Elementary School

Payment Plan Agreement 2016-2017 School Year



A payment plan is available to parents/guardians wishing to register their child(ren) for the Heyer Before/Afterschool Program. The Payee agrees to the following noted fees charged to the credit card listed below. Monthly payment cycles will be scheduled to facilitate payments during the school year. Note: We do not prorate program fees or refund for snow days. Please note payment dates:

Session A: September – payment due at time of registration
Session B: October – payment charged on Monday, September 19
Session C: November – payment charged on Monday, October 24
Session D: December – payment charged on Monday, November 21
Session E: January – payment charged on Monday, December 19

Session F: February – payment charged on Monday, January 23
Session G: March – payment charged on Monday, February 20
Session H: April – payment charged on Monday, March 27
Session I: May & June – payment charged on Monday, April 24

Parent/Guardian Name: _____ Parent/Guardian Date of Birth: _____
Address: _____ City: _____ State: _____ Zip: _____
Cell Phone: _____ Work Phone: _____ Home Phone: _____
E-mail Address: _____

Program Participant name(s)/Information:

Child #1 Name: _____	Date of Birth: _____	Grade for 16-17 school year: _____
Child #2 Name: _____	Date of Birth: _____	Grade for 16-17 school year: _____
Child #3 Name: _____	Date of Birth: _____	Grade for 16-17 school year: _____
Child #4 Name: _____	Date of Birth: _____	Grade for 16-17 school year: _____

Payment Information (please print):

Circle One: Visa Mastercard
Name on Credit Card: _____
Credit Card Number: _____ Expiration Date: _____ CSC Code: _____
Authorized Cardholder Signature: _____ Date: _____

Authorization to participate and for Emergency Medical Treatment: I, as participant or parent/legal guardian of the above named child(ren), hereby give permission for his/her/my participation in the above listed activity(ies). I further advise without my prior approval, the rendering of any emergency medical treatment that may be necessary due to his/her/my participation in the activity(ies).

Parent/Guardian Signature: _____ Date: _____

Heyer Elementary School
Payment Plan Agreement 2016-2017 School Year

Payment Plan Agreement 2016-2017 School Year

NOTE: Any changes or cancellation to your selection can be made at any time. Please notify WPRF in writing of the change(s).

Session A: September, due at time of registration**Session B: October, due on 9/19/16**

Session C: November, due on 10/24/16

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	11/1 – 11/30 (19 days)	4K – 5 th Grade	3440.300		x	\$99.75	=	
Afterschool		4K & Kindergarten	3440.310		x	\$118.75	=	
		1 st – 5 th Grade	3440.320		x		=	
Day Off	Wednesday, Nov. 23	4K	3430.0005		x	\$27.00	=	
		Kindergarten – 5 th	3430.0006		x		=	
	Friday, Nov. 25	4K	3430.0007		x		=	
		Kindergarten – 5 th	3430.0008		x		=	
				Total due on 10/24/2016			=	

Session D: December, due on 11/21/16

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	12/1 – 12/22 (16 days)	4K – 5 th Grade	3440.400		x	\$84.00	=	
Afterschool		4K & Kindergarten	3440.410		x	\$100.00	=	
		1 st – 5 th Grade	3440.420		x		=	
Day Off	Friday, Dec. 23	4K	3430.0009		x	\$27.00	=	
		Kindergarten – 5 th	3430.0010		x		=	
	Monday, Dec. 26	4K	3430.0011		x		=	
		Kindergarten – 5 th	3430.0012		x		=	
	Tuesday, Dec. 27	4K	3430.0013		x		=	
		Kindergarten – 5 th	3430.0014		x		=	
	Wednesday, Dec. 28	4K	3430.0015		x		=	
		Kindergarten – 5 th	3430.0016		x		=	
	Thursday, Dec. 29	4K	3430.0017		x		=	
		Kindergarten – 5 th	3430.0018		x		=	
Friday, Dec. 30	4K	3430.0019		x	=			
	Kindergarten – 5 th	3430.0020		x	=			
				Total due on 11/21/2016			=	

Session E: January, due on 12/19/16

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	1/3 – 1/31 (19 days)	4K – 5 th Grade	3440.500		x	\$99.75	=	
Afterschool		4K & Kindergarten	3440.510		x	\$118.75	=	
		1 st – 5 th Grade	3440.520		x		=	
Day Off	Monday, Jan. 2	4K	3430.0021		x	\$27.00	=	
		Kindergarten – 5 th	3430.0022		x		=	
	Monday, Jan. 23	4K	3410.0023		x		=	
		Kindergarten – 5 th	3410.0024		x		=	
	Tuesday, Jan. 24	4K	3410.0025		x		=	
		Kindergarten – 5 th	3410.0026		x		=	
				Total due on 12/19/2016			=	

Session F: February, due on 1/23/17

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	2/1 – 2/28 (20 days)	4K – 5 th Grade	3440.600		x	\$105.00	=	
Afterschool		4K & Kindergarten	3440.610		x	\$125.00	=	
		1 st – 5 th Grade	3440.620		x		=	
				Total due on 1/23/2017			=	

Session G: March, due on 2/20/17

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	3/1 – 3/31 (22 days)	4K – 5 th Grade	3440.700		x	\$115.50	=	
Afterschool		4K & Kindergarten	3440.710		x	\$137.50	=	
		1 st – 5 th Grade	3440.720		x		=	
Day Off	Friday, Mar. 10	4K	3410.0027		x	\$27.00	=	
		Kindergarten – 5 th	3410.0028		x		=	
				Total due on 2/20/2017			=	

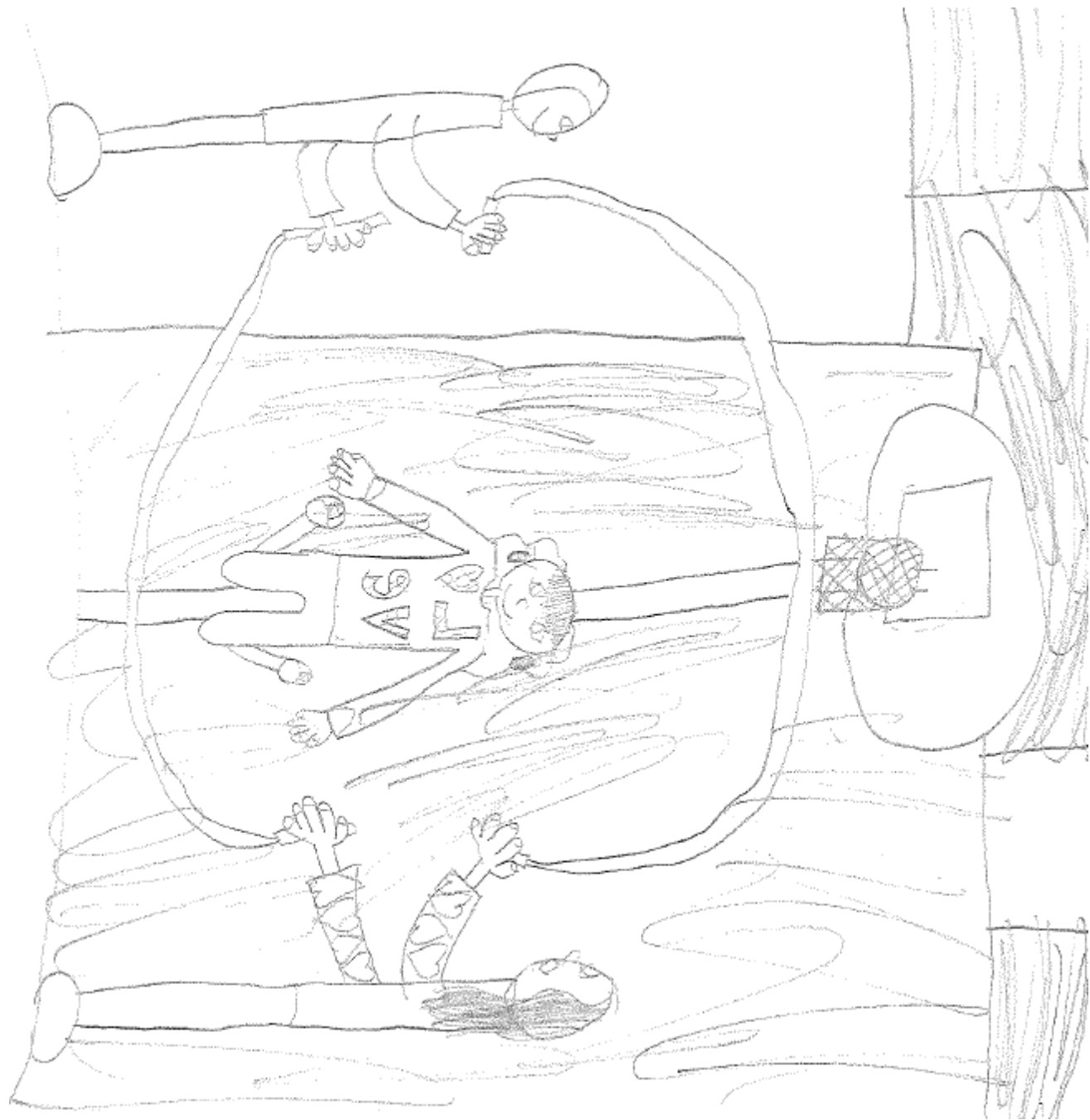
Session H: April, due on 3/27/17

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	4/3 – 4/28 (14 days)	4K – 5 th Grade	3440.800		x	\$73.50	=	
Afterschool		4K & Kindergarten	3440.810		x	\$87.50	=	
		1 st – 5 th Grade	3440.820		x		=	
Day Off	Monday, Apr. 10	4K	3430.0029		x	\$27.00	=	
		Kindergarten – 5 th	3430.0030		x		=	
	Tuesday, Apr. 11	4K	3430.0031		x		=	
		Kindergarten – 5 th	3430.0032		x		=	
	Wednesday, Apr. 12	4K	3430.0033		x		=	
		Kindergarten – 5 th	3430.0034		x		=	
	Thursday, Apr. 13	4K	3430.0035		x		=	
		Kindergarten – 5 th	3430.0036		x		=	
	Friday, Apr. 14	4K	3430.0037		x		=	
		Kindergarten – 5 th	3430.0038		x		=	
	Monday, Apr. 17	4K	3430.0039		x		=	
		Kindergarten – 5 th	3430.0040		x		=	
				Total due on 3/27/2017		=		

Session I: May/June, due on 4/24/17

Program	Date(s)	Grade(s)	Program #	# of children		Fee		Total
Before School	5/1 – 6/8 (28 days)	4K – 5 th Grade	3440.900		x	\$147.00	=	
Afterschool		4K & Kindergarten	3440.910		x	\$175.00	=	
		1 st – 5 th Grade	3440.920		x		=	
				Total due at time of 4/24/2017			=	

NOTE: If your credit card information changes throughout the year, please contact the Main Office at (262) 524-3737 to updates these changes to your payment plan form!





NATIONAL
Gold Medal Winner

REGISTRATION FORM – MAIL/DROP-OFF/FAX

Mail/Drop-off to: Waukesha Parks, Recreation, & Forestry Dept., 1900 Aviation Drive, Waukesha, WI 53188
Fax to: (262) 524-3713 – Must use credit card as payment. (Make additional copies of this form as needed)

Please print and fill out form completely.

1 Registering Adult (Parent or Guardian)

Payee Name _____ (Last name, first name) Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Work/Day Phone _____ Cell-Phone _____ E-mail _____
Date of Birth _____ (Month, Day, Year) Gender: M F Emergency Contact & Relationship _____ Emergency Contact Phone _____
Special Considerations (medications, disabilities, etc.) _____ ☐ Please check if special accommodations are required.
If more than one parental home or other special circumstance, give name, address, home/work phone: _____

2 Fill in programs for each participant in your immediate household ONLY!

YOUTH SPORTS ONLY!				
Participant Name(s) (Last name, first name)	Code	Activity Name	Date of Birth	Grade '16-'17
1				
2				
3				
4				
5				

3 Authorization to participate and for Emergency Medical Treatment

I, as participant or parent/legal guardian of the above named child, hereby give permission for his/her/my participation in the above listed activity(ies). I further authorize, without my prior approval, the rendering of any emergency medical treatment that may be necessary due to his/her/my participation in the activity(ies).

Participant/Parent/Guardian Signature _____ Date _____

4 Volunteer Information

I am willing to volunteer: (please circle)

Coaching Assistant Coaching

Other: _____

Name: _____

Relationship: _____

6 Any Service Improvement Suggestions?

7 I wish to receive an emailed quarterly WPRF Newsletter. ☐ Yes ☐ No

5 Payment Information: Make checks payable to WPRF

☐ Cash ☐ Check/Check # _____ ☐ Credit Card

Charge Information – VISA or Master Card Only! Not necessary if paying by check or cash.

Credit Card Number	Expiration Date	CSC Code
Cardholder(print name)	\$ Payment Amount	
Authorized Signature		

Sub-Total \$ _____
Credit From Account \$ _____
"Round Up" * \$ _____
Total Amount \$ _____

Receipt ID _____